

POLICYALERT



June, 2008

Forethought Consulting, Inc.

GET READY FOR SCHOOL

BESE BULLETINS: THE *REST* OF THE STORY

Now that you have had time to digest the school board policy revisions sent with our last newsletter, it's time to move on to the next set of changes. As you recall, the changes last time were concentrated on mainly one Louisiana Board of Elementary and Secondary Education (BESE) *Bulletin*. Well, with this issue of **POLICYALERT**, we have a smorgasbord of policy changes based on several different *Bulletins*. One change even results from amendments made to Title 28 of the *Louisiana Administrative Code*, which serves as BESE's own version of a policy manual.

● *SCHOOL CENSUS*

While the policy may be new for many of the School Boards, the subject is not. Policy *School Census* reflects recent changes to §1107 of the *Louisiana Administrative Code*, Title 28, pertaining to information needed for the Minimum Foundation Program. The policy information, whether new or revised, simply reflects the requirement of the School Board to conduct an annual student membership count of school aged children, the last of which generally occurs on October 1 of each year. The policy further lists the identification elements being required by BESE.

● *SUPERINTENDENT QUALIFICATIONS*

The revisions to the policy *Superintendent Qualifications* result from the restructuring of the administrative and supervisory credentials program into the new *Educational Leadership Certification* program. The revamping of this certification program took initial effect on July 1, 2006, and has been tweaked several times since, as found in §709 of Bulletin 746, *Louisiana Standards for State Certification of School Personnel*.

Policies In This Issue:

- School Census
- Superintendent Qualifications
- Inventories
- Supplemental Educational Services
- Student Health Services
- Administration of Medication
- Illness and Accidents

We are only concerned here with the particular changes in administrative certification which involve Superintendents. Any changes in certification qualifications for an administrative or supervisory position should be reflected in the Board's job description for the particular position found in the Board's *Personnel Evaluation Plan*.

One of the major enhancements enacted by BESE is the Superintendent Level 3 endorsement is valid for five (5) years and requires renewing every five (5) years, based upon successful completion and verification of required continuing learning units.

● INVENTORIES

Several recent developments have contributed to the upgrading of the *Inventories* policy, which has actually needed reworking for some time. The most significant change has been made by BESE to increase the capitalization threshold of the District's fixed assets, effective July 1, 2008. BESE has raised the threshold from \$1,000 to \$5,000. In accordance with recent correspondence sent all school systems, the \$5,000 threshold shall automatically apply for grant budgeting purposes. For tagging and control purposes (tracking and inventorying), Boards may adopt any amount between zero and \$5,000. This change is reflected in §1107 of Bulletin 1929, *Louisiana Accounting and Uniform Governmental Handbook*.

The draft policy enclosed with this newsletter incorporates the new amount requiring an inventory of all fixed assets valued at \$5,000 or more to be kept. A statement has been included in the draft policy, however, that would require accounting for fixed assets costing *less* than \$5,000 if the School Board is so inclined.

Remember, as part of the Board's grantee obligations, the requirement to tag and inventory any equipment purchased with 8(g) funds costing \$250 or more remains in effect. This requirement is also reflected in the draft policy.

Another section that has been added for some school systems and revised for others, addresses inventories of textbooks. §711 of Bulletin 741, *Louisiana Handbook for School Administrators*, and §515 and §525 of Bulletin 1794, *State Textbook Adoption Policy and Procedure Manual*, all require School Boards and schools to develop

and maintain an ongoing textbook inventory system.

● SUPPLEMENTAL EDUCATIONAL SERVICES

As part of the *No Child Left Behind Act of 2001*, students from low-income families attending schools that do not make adequate yearly progress for three (3) consecutive years are eligible to receive "supplemental educational services". Such services are defined by the U. S. Department of Education as "tutoring or extra help provided to students in reading, language arts/English, and math. This extra help can be provided before or after school, on weekends, or in the summer."

In-depth information is contained in Chapter 27 of Bulletin 111, *The Louisiana School, District, and State Accountability System*, and a brand new Bulletin 124, *Supplemental Educational Services*. We have summarized the basic components of these *Bulletins* into the policy *Supplemental Educational Services*. For some Boards, it may not be necessary at this time to adopt this particular policy. An evaluation of each Board's student performance scores will probably dictate the need for adoption.

● STUDENT HEALTH SERVICES ● ADMINISTRATION OF MEDICATION ● ILLNESS AND ACCIDENTS

The 3 policies listed are all being revised as a result of Act 685 of 2004, which created La. Rev. Stat. Ann. §40:5.12. The statute required the *Louisiana Department of Health and Hospitals* to establish in the office of public health an advisory board that would develop a *standardized health form* for use in all city, parish, and community public school systems. The purpose of the *standardized health form* is to eliminate the duplication of information submitted to schools and school nurses relative to immunizations, illnesses, allergies, and sports physicals. The Act further required these form(s) to be used exclusively in the schools by August, 2007.

Bulletin 741, *Louisiana Handbook for School Administrators*, was amended in December, 2007 to include the five (5) student health forms developed. According to the new provisions in Bulletin 741, school systems are to

use the most current version of the form(s) and the forms are not to be changed or altered in any way. The new forms consist of the following:

School Entrance and General Health Exam Form/ Louisiana High School Athletic Association (LHSAA) Medical History Evaluation - This form is to be used for all sports physicals and/or other health evaluations. Guidelines indicate that physicians may continue to use the original LHSAA Sports Physical Form in performing sports physicals without sanctions for non-compliance.

Physician's Authorization for Special Health Care - This form is intended for any procedure orders prescribed by a licensed health care provider that a student must receive during the school day.

Medication Order - Medication orders prescribed by a licensed health care provider that the student must receive during the school day are to be noted on this form. This form is also intended to be used for inhalants/emergency drugs when a student is allowed to carry medication on his/her person and to self-administer any medications.

Health Information - This form is used to give general health and emergency contact information by the parents/legal guardians that is pertinent to the School Board.

Authorization for Release of Confidential Information - Parents/legal guardians are required to complete and sign this form before health information can be shared between the School Board and any health care provider, such as hospital, physician, school nurse, emergency technician, or any other health care provider.

School Boards will be monitored through the Louisiana Department of Education's *NCLB Consolidated Compliance Monitoring* process, and those that fail to implement the use of the standardized school health forms may be cited for non-compliance and requested to submit a corrective action plan. Information on these forms and usage provisions are found in §1145 of Bulletin 741.

The policies listed above have been revised to reflect the pertinent form or forms to be used in relation to the policy's subject matter.

Besides the references to the new *standardized student health forms* being added to these policies, other pertinent information has also been added to policy *Administration of Medication* for your consideration. As some of you may recall, this policy was originally developed jointly by BESE and the Louisiana State Board of Nursing, after some gentle persuasion by a state district court, and subsequently adopted by BESE in 1995. The current version of this policy is found in §1129 of Bulletin 741.

Through the years, however, issues and circumstances in the actual administration of medications have arisen that have caused several Boards around the state to amend the original joint policy to fit these special circumstances. Consequently, included in the draft policy are sections which are new for some school systems dealing with self-medication by students, and administration of medication to students while on field trips and during extended day care. We suggest the Board and staff review these proposed additional sections to determine appropriateness for their school system.

NEXT ISSUE:

As summer comes to a close and as Boards get ready to open school, we will take a look at the new expanded Family and Medical Leave provisions that include members of the military. And we will be studying the Acts from the 2008 Louisiana Legislature to determine their effects on schools and School Board operations ...and which policies will need revision!



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